

# HEADQUARTERS SUPERVISORY TRAINING PROGRAM

## “GETTING BACK TO BASICS”

sponsored by

**THE OFFICE OF TRAINING AND HUMAN RESOURCE  
DEVELOPMENT (ME-51)**

**April 22-24, 2003**

**And**

**June 10-12, 2003**

Getting Back to Basics is an introductory level course designed for new supervisors, and supervisors, team leaders and managers with less than 5 years supervisory experience. A follow-on curriculum is under development to provide DOE managers and supervisors with a suite of courses and skill building training for planning, organizing, directing, and controlling work activities

Pre-reading material will be sent to participants prior to the 3-day classroom session. Participants will receive a “Supervisor’s Desk Reference” for quick and easy access to DOE personnel and administrative practices and procedures. The attached course “Week-At-A-Glance” is also available on the Office of Training and Human Resource Development web-site at <http://ma.mbe.doe.gov/ME50/Training/index.htm>

CHRIS CODE: 000367

**SESSION #: 0049  
April 22-24, 2003**

**SESSION # 0048  
June 10-12, 2003**

LOCATION: Forrestal Building  
Room GH-027

Forrestal Building  
Room GH-035

TIME: 8:00 am - 4:30 pm

COST: \$300

TARGET AUDIENCE: Team Leaders, Supervisors and Managers

POINT OF CONTACT: Jeanne Williams, Project Manager (202) 287-1685

REGISTRATION PROCEDURE: Please initiate your training request through CHRIS Workflow or contact your Training Coordinator for assistance.

For a complete course schedule and additional information regarding Supervisory Training, please contact: The Office of Training and Human Resource Development at (202) 287-1687.